COLUMN-BY-COLUMN INSTRUCTIONS FOR THE NGC-36 FORM

Note: Throughout the NGC-36 form and instructions, the term Slot Route Operator is abbreviated "S.R.O."

You may use any order you wish to enter locations on the NGC-36 form. However, we suggest that you group locations by type of license and type of agreement. Thus, the four main groups would be (1) restricted space lease, (2) restricted participation, (3) nonrestricted space lease and (4) nonrestricted participation. Within each group, you may want to sort the locations alphabetically.

Location Number: This is the Gaming Control Board Location Number. It is provided in a list of locations included in this package. It is also provided in the address block on the top of every NGC-04 (Annual Slot Tax), NGC-14 (Quarterly Restricted Slot Flat Fee) and NGC-15 (Quarterly Non-Restricted Slot and Game Flat Fee). Many locations have the same or similar names. Refer to the address and city fields to be sure that you have the correct location number.

Name and Address: Enter the location's name and address as indicated in the list of locations. For chain stores (7-11's, etc.), please use the store number as licensed.

S/P: Enter "S" for a space lease operation. This is one in which the S.R.O. holds the license. The S.R.O. may pay the location a fixed rent or a rent based on revenue.

Enter "P" for a participation operation. This is one in which the location holds the license and the S.R.O. and the location share the revenue.

Days in Operation: If you operated in the location for the entire period, enter the number of days in the period. If you operated in the location for less than the entire period, enter the number of days that you operated.

EOQ (Y/N): Indicate by YES or NO if your company was operating machines at this location on the last day of the period covered by this report.

Space Lease Rent: If no space lease rent was paid by the S.R.O. to the location, enter zero. This is generally the case for participation agreements. If you paid rent to the location, enter the prorated amount for the period. **Do not** include any proration to "signing bonuses." Signing bonuses will be accounted for separately on your standard financial statement.

Example: if the rent is $20,000 per year and a $10,000 signing bonus was given, you would ignore the signing bonus and enter $5,000, one fourth of the annual payment.

Total $ Win: Retained by S.R.O. The computation of this column should be drop, less hand-paid jackpots, regular machine fills and shares of the revenue given to the location that are not related to the sales of slot machines. Do not deduct initial machines fills, splits with the location for bucket sales of machines or complimentaries. Bucket sales and complimentaries will be accounted for separately on your standard financial statement.

Fees Paid by S.R.O.: For each type of fee listed, enter the amount of the (fee that you paid). Do not include any portion, which was paid by the location, or any penalty amount. Regardless of when the fee is actually paid, account for the fee as if it was paid on the first day of the period for which the fee covers.

Refer to examples at the end of these instructions for more information.

The final four fields must be segregated by denomination (5 cent, 25 cent, Dollar and Other).

Avg. # of Machines:
Operated During
Period

Report the weighted average number of machines operated during the period. Round to the nearest tenth (.1).

Example:

Date Range	Denomination	# of Machines
July 1 to July 30	.05	10
July 31 to Sept 30	.05	5
July 1 to July 30	.25	5
July 31 to Sept 30	.25	10

There are 92 days in this period. (31 + 31 + 30)

Avg # of nickel machines =

$$10 \times 30 / 92 + 5 \times 62 / 92 = 6.6$$

Avg # of quarter machines =

$$5 \times 30 / 92 + 10 \times 62 / 92 = 8.4$$

Please note: For restricted locations, the total number of machines should not exceed 15.

Total Coin-In:
In Dollars

Report the total dollar coin-in by denomination.

Total Drop:
In Dollars

Report the amount removed from each drop bucket by denomination before any splits.

Total Win:
In Dollars

Report the drop less hand paid jackpots and regular machine fills. Do not subtract initial machine fills or splits of any nature.

EXAMPLES
of proper accounting for fees paid by S.R.O.

State Annual Fees Example #1

You have one slot machine on a space lease agreement on July 1. You pay $250 for this machine on June 20. You then add one machine on January 1 and pay $125 for the additional machine on December 20. On the NGC-36 form, under State Annual fees paid by S.R.O. you would enter:

NGC-36 period	State Annual Fees Paid by SRO
7-1 thru 9-30	$250.00
10-1 thru 12-31	$ 0.00
1-1 thru 3-31	$125.00
4-1 thru 6-30	$ 0.00

State Annual Fees Example #2

Assume the same as above, except that the agreement is a 50-50 participation for both win and taxes. You would then enter only the taxes that you paid (1/2). The entries would be:

NGC-36 period	State Annual Fees Paid by SRO
7-1 thru 9-30	$150.00
10-1 thru 12-31	$ 0.00
1-1 thru 3-31	$ 62.50
4-1 thru 6-30	$ 0.00

State Quarterly Fees Example
> You operate 3 machines under a space lease agreement between 7-1-91 and 3-31-92. On 4-1-92 you increase to 4 machines. On 7-1-92 you increase to 5 machines. Your payments for these machines are:

Date Paid	Effective Date	Amount Paid	NGC-36 Period
6/25/91	7/1/91	$45 times 3 = $135	7/1/91 to 9/30/91
9/25/91	10/1/91	$45 times 3 = $135	10/1/91 to 12/31/91
12/26/91	1/1/92	$45 times 3 = $135	1/1/92 to 3/31/92
3/25/92	4/1/92	$45 times 4 = $180	4/1/92 to 6/30/92
6/25/92	7/1/92	$45 times 5 = $225	7/1/92 to 9/30/92

State Percentage Fees
> When the location is a restricted location (15 machines or less) you always enter zero since restricted locations do not pay a percentage fee on slot machine win.
>
> For nonrestricted locations (including nonrestricted slots only) use the following table:

Month Covered by NGG-1	NGC-36 Period to Use
January, February, March	January 1 to March 31
April, May, June	April 1 to June 30
July, August, September	July 1 to September 30
October, November, December	October 1 to December 31